



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
*Aging and Long-Term Support Administration*  
PO Box 45600, Olympia, WA 98504-5600

February 12, 2015

**ALTSA: AFH #2015-002**  
**MANDATED REPORTING REQUIREMENTS FOR FACILITY STAFF**

Dear Adult Family Home Provider:

To ensure the safety and well-being of residents, the Department would like to review the mandated reporting requirements for Adult Family Homes (AFHs) and their staff.

Facility providers and staff should be aware of the Mandated Reporting requirements contained in RCW Chapters 74.34 and 70.128, and Chapter 388-76 WAC. Providers and staff will also want to review the "Adult Family Home Guidebook", which contains important information regarding incidents that need to be reported, as well as who should receive the reports. Appendix A of the guidebook contains a reporting chart that outlines different types of incidents, and how to report those incidents.

The above referenced materials can be accessed online at the following web addresses:

Chapter 74.34 RCW:

<http://app.leg.wa.gov/rcw/default.aspx?cite=74.34>

Chapter 70.128 RCW:

<http://app.leg.wa.gov/rcw/default.aspx?cite=70.128>

Chapter 388-76 WAC:

<http://app.leg.wa.gov/WAC/default.aspx?cite=388-76>

Adult Family Home Guidebook:

<https://www.dshs.wa.gov/sites/default/files/ALTSA/rcs/documents/AFH%20Guidebook.pdf>

Thank you for your continued commitment to Adult Family Home residents. If you have any questions, please contact your RCS Field Manager.

Sincerely,

Carl I. Walters II., Director  
Residential Care Services

"Transforming Lives"